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STATINTL

INSTRUCTION SHEET

STATINTL Destroy current and insert the attached revision dated

STATINTL The revision of features changes in organizational structure and component designation, addition of an enjoiner to file all pertinent documents in the Official Personnel Folder, modification of the time limit placed upon lenders, elimination of the masculine pronoun, and minor editorial changes. The HHB has been declassified and the control marking Administrative - Internal Use Only added.

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CONTROL AND LOAN

OF

OFFICIAL PERSONNEL FOLDERS

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Revised:

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PERSONNEL

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Figure No.	<u>•</u>	
1.	Form 198d, DESIGNATION OF AUTHORIZED OFFICIAL, Control and Loan of Official Personnel Folders	
2.	Form 198, CERTIFIED LOAN REQUEST, Official Personnel Folder	
3.	Form 198a, CERTIFIED TRANSFER REPORT, Official Personn Folder	e1
Revised:	•	

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- 1. GENERAL
- a. Same
- An Official Personnel Folder is the permanent Federal record of an employee's status and service and contains the basic information for determining rights and entitlements as an employee of the U.S. Government. It is the Agency's despository for official personnel information pertaining to the employee which should be considered in conjunction with possible personnel actions.
- 2. AUTHORIZED OFFICIALS
- a. Official Personnel Folders may be loaned only to the following officials and their specific designees:

Director of Central Intelligence

Deputy Director of Central Intelligence

Director of the National Intelligence Tasking Center

Director of the National Foreign Assessment Center

Director for Resource Management

Deputy Director for Science and Technology

Deputy Director for Operations

Deputy Director for Administration

Heads of Independent Office

Heads of Independent Offices
Operating Officials

b. The officials listed above will inform the Director of Personnel by use of Form 198d, Designation of Authorized Official (figure 1), of those persons they have designated to request the loan of

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Official Personnel Folders. (Forms are available from the Office of Personnel.) They will promptly report invalidations or changes in designations to the Office of Personnel. Designations should be limited to personnel and administrative officers serving a specific organizational component and should be held to a minimum to ensure effective record control.

3. CONTROLLED-LOAN PROGRAM

- a. Official Personnel Folders are loaned to authorized officials on an EYES ONLY basis for a reasonable period; i.e., approximately ten workdays upon submission of a completed and signed Form 198, Certified Loan Request (figure 2), to the Files Section, Transactions and Records Branch, Control Division, Office of Personnel (hereinafter referred to as Files Section, Office of Personnel).
- b. After use, the Official Personnel Folders will be returned promptly to the Office of Personnel. If the Official Personnel Folder is required for an extended period for consideration by a Career Board or Career Panel, the Files Section, Office of Personnel, should be so informed.
- c. Except as provided in paragraph d, Official Personnel Folders are made available only to an authorized official who is the Head of the employee's Career Service or who has supervisory jurisdiction over the employee concerned.
- d. If an authorized official requests the Official Personnel Folder on an employee not under the official's supervisory jurisdiction, the Office of Personnel will obtain the consent of the Head of the employee's Career Service before releasing the folder.
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- 4. TRANSFER OF FOLDERS
- a. When an authorized official has been lent the Official Personnel Folder of an employee, whether or not under supervisory jurisdiction, the official will not transfer that folder to an authorized official in another operating office without first obtaining approval from the Head of the Career Service of the employee concerned.
- b. Same
- c. Same
- d. Same
- 5. CONTROL AND PROTECTION OF FOLDER CONTENTS
- a. Persons other than the Director of Personnel and Office of Personnel designees are prohibited from removing material from or adding material to Official Personnel Folders. Officials authorized to request the loan of folders must ensure stringent control of this prohibition in their offices. Documents which should be filed in an Official Personnel Folder will be forwarded to the Files Section, Office of Personnel with a request that the documents be included in the file of the employee concerned. It is essential that all documents pertinent to an employee's career and entitlements should be filed in the Official Personnel Folder.
- b. Same
- c. Same
- 6. TRANSMITTAL OF FOLDERS
- a. Same

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- b. Same
- 7. USE OF BIOGRAPHIC PROFILE IN LIEU OF OFFICIAL PERSONNEL FOLDER
- a. A Biographic Profile (Form 1200) is a summary of the information contained in an Official Personnel Folder and can serve as an effective substitute for the folder. The Biographic Profile is particularly useful when background, qualification, or service record information is needed for a longer period than that permitted by loan of the Official Personnel Folder.
- b. Same
- c. Since the information in a Biographic Profile is obtained from an Official Personnel Folder, the provisions regarding the authorized users and transmittal of an Official Personnel Folder are also applicable to the control of Biographic Profiles, except that there is no requirement for the preparation of Form 198, Certified Loan Request, or Form 198a, Certified Transfer Report.
- d. Same

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PERSONNEL

N. NAME OF DESIGNEE (Last-First-Middle)	12		2. DATE OF DESIGNATION	
	14.	CONFIDENTIAL (When Filled In)	DESTONATION	
. POSITION TITLE	4. ROOM	NUMBER & BUILDING	5. EXTENSION(S)	
ORGANIZATIONAL AREA(S) OR CAREER SERVICE FOR WHI	CH DESIGNEE MAY REQ	UEST OFFICIAL PERSONNI	L FOLDERS	
		4.5		
1.1			STAT	
his certifies that I have read the rul he control and loan of Official Person	es and procedur	res set forth in	concerning	
. SPECIMEN SIGNATURE OF DESIGNEE	recent to the server of the transfer of the server of the		B. SPECIMEN INITIALS	
			STATIN	
y behalf in requesting loan of Officia rea(s) or Career Service specified in :	l Personnel Fol item 6 above.	ders for employe This authorizati	s authorized to act in es in the organizational	
y behalf in requesting loan of Official rea(s) or Career Service specified in sew designee a designation to repla	l Personnel Fol item 6 above.	ders for employe This authorizati	s authorized to act in es in the organizational	
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n accordance with paragraph 2 of y behalf in requesting loan of Officia rea(s) or Career Service specified in ew designee a designation to replace.	l Personnel Folitem 6 above. ace the one pre	ders for employe This authorizati viously issued f	s authorized to act in es in the organizational	

Figure 1

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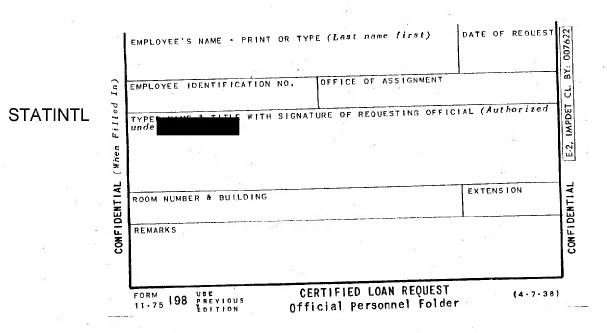


Figure 2

MPLOYEE S	SERIAL NO.	OFFICE OF ASSIGNMENT		
FOLDER TR	ANSFERRED T	(Name: Last name first)	OFFICE	
ROOM NUMB	ER & BUILDII	ıc	EXTENSION	
SIGNATURE	OF AUTHORI	ZED RELEASING OFFICIAL		
REMARKS (Reason for	transfer, etc.)		

Figure 3

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

notincluded

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